RARE BOOK AND MANUSCRIPT LIBRARY

Annual Report FY 2003-2004

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- Renovation: During FY04, renovation-related activities included
  - Moving staff and equipment out of rooms 654 and 655 into the Reference areas in order to empty the space for renovation of the work areas. The Library closed for approximately 7 weeks from early December 2003 until mid-January 2004 while this work was undertaken.
  - Emptying stack 12 and the balconies for renovation. This entailed boxing and sending many book collections to the Clancy warehouse in Brewster, sending manuscript collections to RECap (after surveying, sealing, and barcoding the boxes) to make room for stack 12 collections within the building, moving the Oral History transcripts to Rooms 615 and 616, moving the Bakhmeteff Archive to Stack 13, and moving artifacts and reference collections to various temporary locations within Butler. Approximately 6.5 miles of books were sent off site before the end of November 2004; nearly 9 miles of internal moves were completed.
  - Preparing materials for FY05 moves. Activities included reboxing hundreds of items and collections, barcoding manuscript collections, shipping collections to Clancy and RECap, cleaning materials, working with the Library Conservators to package fragile materials, overseeing movers, moving materials from the vault on Stack 13 to a temporary vault on Stack 12 and preparing swing spaces throughout stacks 14 and 15.
  - Planning: Weekly planning meetings involving three or more staff members from RBML were held throughout the year, along with frequent, sometimes almost daily meetings of people directly involved in the move (e.g, Jane Siegel, Bernard Crystal, Patrick Lawler).
  - Record-keeping: Because the materials being moved were often still in active use, it was critically important to record each move and to update lists as items were moved from one location to another. Stack directories and lists were supplied to the reference desk regularly.
  - Public Service: The move of nearly half of the manuscript collections to offsite locations required that new public service models had to be adopted. In the spring of 2004, it became necessary to require that all manuscript readers make appointments in advance to use the manuscript collections and that boxes acquired from the offsite locations be ordered, checked in, shelved and shipped back to the storage areas when they were requested by readers. A system was instituted to handle reserves and reprography

orders for offsite material. Oral history materials and some reference items had to be paged from other places in Butler.

- The Andrew W. Mellon Survey of Processed and Unprocessed Manuscript Collections.

  The Mellon survey formally began on August 1, 2003, when Jonathan Lill was hired as Project Manager. He devised a database, hired a staff and proceeded to survey nearly 600 collections, the vast majority of which were located in RBML. The fact that many of these collections had been previously shipped to RECap or the Clancy warehouse complicated the survey since collections had to be shipped back in quantity and stored in Room 615. Although most of the unprocessed materials were not available for public use, the underprocessed materials were occasionally called for, further complicating the survey process. This project was highly successful and will serve as a model for other libraries with similar backlogs of manuscript materials.

- *Jewels in Her Crown: Treasures from the Special Collections of Columbia's Libraries*.

  This special exhibition, scheduled to open in early FY05, required substantial attention from the Public Services and Exhibitions Librarian Jenny Lee throughout the year, as well as the help and collaboration of the Libraries Digital Program Office, the Conservators, and the ten additional libraries on campus that contributed materials to the exhibit. Nearly every member of the RBML staff assisted in the selection of materials and the writing of labels for the exhibition.

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- Finalizing the contract for the acquisition of the archives of Human Rights Watch and beginning the hiring process for staff (hired in FY05)
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- Working with Jim Neal, faculty and staff to restructure the Lehman Suite

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- Karen Velez-Aponte: Manuscript Assistant (October 2003)
- Karin Somers: Collections Manager (February 2004)

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- Major Purchases: Maureen Howard papers; Vincent FitzGerald archives (part III); assorted early and artist books; Cholly Atkins papers
- Major Gifts ($296,250 appraised value):
  Robert Barnet papers; Judson Gooding papers;
  Eugene Nickerson papers; Mark Tucker papers;
  Peter Riscio papers; assorted medieval manuscript leaves and fragments;
  Portrait miniature on vellum of Patrick Henry;
  Portrait miniature on glass of Martin Van Buren; Robert Merton Papers; early Slavonic mathematics manuscript notebook; Human Rights Watch archives
- Additions to the following existing collections: Henry A. Brown, Jacques Barzun, Dawn Powell, Shirley Hazzard, Semeovskii Polk, John Oakes, Bella Spewack, Peter Gay, Fred Friendly, Chris Coover, David Dinkins, Cornell Woolrich, World Trade Center, Lillian Wald, Watkins & Loomis, Carl Woodring, Michael Reynard
- Active prospects: Amiri Baraka papers(collection appraisal initiated); C.L.R. James papers (collection on deposit awaiting decisions); Edward Said papers (discussions initiated and continuing); Louis Silverstein (collection promised for December 2004); Cab Calloway papers; Amnesty International archives, Physicians for Human Rights, Committee of Concerned Scientists, Lawyers for Human Rights (now Human Rights First) and related archives dealing with human rights (ongoing); International Monitor Institute; Max Roach papers; BOMB magazine archives; Living Theater Archives

Exhibitions:

- Kempner Gallery (East):

  May – September, 2003
  Selections from the Engel Poster Collection (Tara Craig)

October, 2003 – January, 2004
Columbia's Cornerstone: The Core Curriculum (JBLee)

March - June 2004
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May, 2003 – August, 2003
Thomas Merton Photographs and Art (JBLee/ PTLawlor)

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New Acquisitions 2000 – 2003 (JBLee)

March – July, 2004
Paul Oscar Kristellar: Medieval & Renaissance Studies (Consuelo Dutschke)
(Renaissance Society meeting in New York, March 2004)

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Continuing through 2003:
Selections from the Papers of Marshal Chang

November, 2003 – April, 2004
St. Petersburg 300th Anniversary Exhibition (Bakhmeteff, Shraga)

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"Thrist and Recycling: Why First Editions Don't Count"
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March 31, 2004

St. Petersburg 300th Anniversary Exhibition opening:
Sponsored by Harriman Institute, November, 2003

Statistics:
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Manuscript reference letters, excluding Carnegie and Bakhmeteff: 344
Bakhmeteff reference inquiries answered: 877
Carnegie Collection reader visits: 45
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Publication permissions granted: 104
Programs (classes, tours, public events): 128
Attendees: 1,587
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Jean Ashton

Annual Report – Rare Book and Manuscript Library, 2003-2004

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To: Jean
From: Rose

Annual Report – 2003/04

1. Statistics

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Exhibitions: (Titles and dates)
Events:

Collection Development
- Gifts-in-Kind
- Major purchases
- Human Rights Watch
- Merton/Said

Access

- RECON
- Finding Aids project
- Website

Grants and Projects
- Mellon
- John Jay Editorial
- Digital Scriptorium renewal
- Urban
- Oral History preservation
- Armenian oral histories

Staff additions and changes
- Collection Manager (Karin)
- Bibliographic Assistant (Karen)
- Processing Archivist (Alexandra)
- Armenian Project (Varoujian)

Renovation related activities

External Review

TOTAL READERS FY 2003-04

Month/Yr.	RBML			Lehman Suite	TOTAL READERS
	Gen. Mss. & BAR	RBX	TOTAL		
July-03	209	193	402	3	405
August-03	162	146	308	1	309
September-03	157	138	295	2	297
October-03	197	141	338	4	342
November-03	169	168	337	4	341
December-03	39	34	73	0	73
January-04	82	51	133	0	133
February-04	204	134	338	5	343
March-04	239	141	380	4	384
April-04	222	169	391	2	393
May-04	163	149	20 312	19 7	319
June-04	229	146	22 375	17 6	381
TOTAL	2072	1610	3682	38	3720

Note: Dec. 8 thru Jan. 16, 2004- RBML closed for renovation

No. of Days

RBML — Lehman

July 03 — 22 (164) — 2 (8 hrs) July 9, 22

Aug 03 — 20 (103) — 1 (4 hrs) Aug 4

Aug 15 — check out

Sept — 21 (168) — 2 (8 hrs) Days open: 9/19 + 29

Oct — 23 (184) — 11 (77) — Days open: 10/1, 7-10; 14, 15, 21, 22, 28, 29

Nov — 18 (144) — 18 (126)

Dec — 5 (40 hrs.) — 11 (77) Days open: 12/1-4; 12/9-12; 15, 17, 18

Jan 04 — 10 (77 hrs.) — 18 (60 hrs.) — Jan 5 closed; Jan 9: 4 hrs; Jan 19 closed

Feb — 20 (160) — 19 (133) — Feb 4 closed

Mar — 23 (181) — 22 (151) — March 10 closed curator sick (3/10 - 4 hrs. only)

April — 22 (176) — 20 (134 hrs.) — (April 9 + 26 closed) (4/8 - 6 hrs; 4/30 - 4 hrs.)

May — 20 (150) — 19 (129 hrs.) — May 3 closed — (5/14 - 6 hrs; 5/19 - 4 hrs.)

±/19 CH commencement

June — 22 (1[illegible] hrs.) — 17 (119 hrs.) — June 21-22-23-24, 30 closed

226 — 164 — 160

RBML Closed Dec 8 – 30; Jan 5 - 16

TOTAL MANUSCRIPTS USED
2003-04

NUMBER OF MANUSCRIPTS USED					
DATE	General Mss.	Oral History		Lehman Suite	
	Items Used	Charges	Renewal	Items Used	TOTAL
July	148,205	358	58	0	148,621
August	114,943	249	22	0	115,214
September	204,931	256	33	824	206,044
October	175,593	176	51	805	176,625
November	200,422	160	71	1,524	202,177
December	41,831	23	0	0	41,854
January-04	50,621	23	0	0	50,644
February	169,401	139	39	2,500	172,079
March	222,330	112	17	8,232	230,691
April	203,604	230	96	12	203,942
May	126,517	228	77	20,800	147,622
June	271,927	150	48	18400	290,525
TOTAL	1,930,325	2,104	512	53,097	1,986,038

BAKHMETEFF MANUSCRIPTS USED
FY 2003 - 2004

BAR Manuscripts	
2003-04	
	No. of Items Used
July	49,573
August	43,408
September	13,801
October	36,686
November	9,604
December	6,267
January	18,205
February	52,473
March	66,641
April	55,024
May	25,807
June	36,409
TOTAL	**413,898**

TOTAL BOOKS USED
2003-04

NUMBER OF BOOKS USED				
2003-04	Books		Reference	
Month	Charges	Renewal	Charges	**TOTAL**
July	558	195	309	**1062**
August	486	47	277	**810**
September	485	28	205	**718**
October	346	63	239	**648**
November	332	96	207	**635**
December	104	25	59	**188**
January	102	7	71	**180**
February	250	69	189	**508**
March	400	174	215	**789**
April	240	56	286	**582**
May	384	67	232	**683**
June	119	95	257	**471**
TOTAL	**3,806**	**922**	**2,546**	**7,274**

General Circulation - Check Outs and Renewals
2003-04

General Circulation - Check Outs and Renewals			
2003-04			
Month	Check Outs	Renewals	**TOTAL**
July	1,852	391	**2,243**
Aug.	1,427	191	**1,618**
Sept.	1,535	384	**1,919**
Oct.	1,421	257	**1,678**
Nov.	1,158	361	**1,519**
Dec.	329	58	**387**
Jan.	393	25	**418**
Feb.	1,302	209	**1,511**
March	1,545	353	**1,898**
April	1,448	332	**1,780**
May	1,256	553	**1,809**
June	1,257	384	**1,641**
TOTAL	**14,923**	**3,498**	**18,421**

TOTAL CHECK INS (SHELVING)
2003-2004

NUMBER OF CHECK INS							
2003-04	Books Check Ins	Oral History Check Ins	Ref. Books Check Ins	Gen. Mss. Check Ins	BAR Check Ins	Lehman Suite Check Ins	**TOTAL**
July	560	453	309	437	134	0	**1,893**
August	542	298	277	329	92	0	**1,538**
September	524	296	205	415	27	19	**1,486**
October	323	255	239	439	94	0	**1,350**
November	463	199	207	389	17	2	**1,277**
December	166	124	59	117	83	0	**549**
January	120	108	71	142	26	0	**467**
February	375	247	189	452	139	2	**1,404**
March	485	189	215	520	132	30	**1,571**
April	264	281	286	489	105	4	**1,429**
May	438	342	232	319	56	3	**1,390**
June	335	256	287	555	87	9	**1,529**
TOTAL	**4,595**	**3,048**	**2,576**	**4,603**	**992**	**69**	**15,883**

TOTAL CIRCULATION WITH REFERENCE
2003-04

Number of Circulation With Reference						
2003-04	Books		Oral History		Reference	
Month	Charges	Renewal	Charges	Renewal	Charges	**TOTAL**
July	558	195	358	58	309	**1,478**
Aug.	486	47	249	22	277	**1,081**
Sept.	485	28	256	33	205	**1,007**
Oct.	346	63	176	51	239	**875**
Nov.	332	96	160	71	207	**866**
Dec.	104	25	23	0	59	**211**
Jan.	102	7	23	0	71	**203**
Feb.	250	69	139	39	189	**686**
March	400	174	112	17	215	**918**
April	240	56	230	96	286	**908**
May	384	67	228	77	232	**988**
June	119	95	150	48	257	**669**
TOTAL	**3,806**	**922**	**2,104**	**512**	**2,546**	**9,890**

TOTAL CIRCULATION WITHOUT REFERENCE
2003-04

Number of Circulation Without Reference					
2003-04	Books		Oral History		
Month	Charges	Renewal	Charges	Renewal	**TOTAL**
July	558	195	358	58	**1,169**
Aug.	486	47	249	22	**804**
Sept.	485	28	256	33	**802**
Oct.	346	63	176	51	**636**
Nov.	332	96	160	71	**659**
Dec.	104	25	23	0	**152**
Jan.	102	7	23	0	**132**
Feb.	250	69	139	39	**497**
March	400	174	112	17	**703**
April	240	56	230	96	**622**
May	384	67	228	77	**756**
June	119	95	150	48	**412**
TOTAL	**3,806**	**922**	**2,104**	**512**	**7,344**

TOTAL CLASSES/TOURS AND NO. OF ATTENDEES
FY 2003-04

Month/Yr.	RBML	Attendees	Lehman Suite	Attendees
July-03	0	0	0	0
August-03	2	25	0	0
September-03	3	55	14	162
October-03	4	100	13	127
November-03	9	165	0	0
December-03	1	23	6	43
January-04	2	24	3	66
February-04	9	133	13	139
March-04	7	73	11	125
April-04	7	70	13	164
May-04	2	26	7	58
June-04	1	4	1	5
TOTAL	**47**	**698**	**81**	**889**

TOTAL SESSIONS IN RBML & Lehman Suite: 128
TOTAL NO. OF ATTENDESS: 1587

PHOTOCOPIES MADE FY 2003 - 2004

No. of Photocopies Made			
Month	RBML	Lehman Suite	TOTAL
July	2,624	0	2,624
August	2,513	4	2,517
September	2,457	0	2,457
October	1,681	17	1,698
November	1,617	175	1,792
December	1,965	9	1,974
January	1,099	69	1,168
February	1,905	27	1,932
March	2,381	335	2,716
April	3,271	251	3,522
May	1,688	39	1,727
June	4,501	6	4,507
TOTAL	**27,702**	**932**	**28,634**

Rare Book and Manuscript Library Statistics Summary - 2003 - 2004

GENERAL CIRCULATION - CHECK OUTS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,852	1,427	1,535	1,421	1,158	329	393	1,302	1,545	1,448	1,256	1,257
YTD	1,852	3,279	4,814	6,235	7,393	7,722	8,115	9,417	10,962	12,410	13,666	**14,923**

GENERAL CIRCULATION - RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	391	191	384	257	361	58	25	209	353	332	553	384
YTD	391	582	966	1,223	1,584	1,642	1,667	1,876	2,229	2,561	3,114	**3,498**

GENERAL CIRCULATION - CHECK OUTS & RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	2,243	1,618	1,919	1,678	1,519	387	418	1,511	1,898	1,780	1,809	1,641
YTD	2,243	3,861	5,780	7,458	8,977	9,364	9,782	11,293	13,191	14,971	16,780	**18,421**

CHECK INS (TOTAL SHELVING)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,893	1,538	1,419	1,350	1,277	549	467	1,404	1,581	1,428	1,390	1,529
YTD	1,893	3,431	4,850	6,200	7,477	8,026	8,493	9,897	11,478	12,906	14,296	**15,825**

DIRECTIONAL QUESTIONS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	298	185	356	400	327	93	229	543	546	528	431	551
YTD	298	483	839	1,239	1,566	1,659	1,888	2,431	2,977	3,505	3,936	**4,487**

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TOTAL PHOTOCOPY EXPOSURES (RBML& Lehman Suite)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	2,624	2,517	2,457	1,698	1,792	1,974	1,168	1,932	2,716	3,522	1,727	4,507
YTD	2,624	5,141	7,598	9,296	11,088	13,062	14,230	16,162	18,878	22,400	24,127	**28,634**
NO. OF READERS (Gen. Mss.&BAR, RBX, Lehman Suite)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	405	309	297	342	341	73	133	343	384	393	319	381
YTD	405	714	1,011	1,353	1,694	1,767	1,900	2,243	2,627	3,020	3,339	3,720
NO. OF TELEPHONE CALLS RECEIVED (Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	138	113	175	199	176	75	227	326	401	395	337	448
YTD	138	251	426	625	801	876	1,103	1,429	1,830	2,225	2,562	**3,010**
NO. OF ADMINISTRATIVE CALLS RECEIVED (Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	42	99	80	145	95	63	141	177	295	225	270	352
YTD	42	141	221	366	461	524	665	842	1,137	1,362	1,632	**1,984**
PERMISSIONS GRANTED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	4	8	8	9	5	10	11	15	5	13	9	7
YTD	4	12	20	29	34	44	55	70	75	88	97	**104**

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NO. OF MANUSCRIPTS USED (Gen. Manuscripts, Oral History, Lehman)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	148,621	115,214	206,044	176,625	202,177	41,854	50,644	172,079	230,691	203,942	147,622	290,525
YTD	148,621	263,835	469,879	646,504	848,681	890,535	941,179	1,113,258	1,343,949	1,547,891	1,695,513	**1,986,038**

NO. OF BAKHMETEFF MANUSCRIPTS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	49,573	43,408	13,901	36,686	9,604	6,267	18,205	52,473	66,641	55,024	25,807	36,409
YTD	49,573	92,981	106,882	143,568	153,172	159,439	177,644	230,117	296,758	351,782	377,589	**413,998**

NO. OF BOOKS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,062	810	718	648	635	188	180	508	789	582	683	471
YTD	1,062	1,872	2,590	3,238	3,873	4,061	4,241	4,749	5,538	6,120	6,803	**7,274**

TOTAL CIRCULATION WITH REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,478	1,081	1,007	875	866	211	203	686	918	908	988	669
YTD	1,478	2,559	3,566	4,441	5,307	5,518	5,721	6,407	7,325	8,233	9,221	**9,890**

TOTAL CIRCULATION WITHOUT REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1,169	804	802	636	659	152	132	497	703	622	756	412
YTD	1,169	1,973	2,775	3,411	4,070	4,222	4,354	4,851	5,554	6,176	6,932	**7,344**

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REFERENCE QUESTIONS (INCLUDING CATALOG QUESTIONS)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	480	274	451	538	429	105	462	793	748	749	635	709
YTD	480	754	1,205	1,743	2,172	2,277	2,739	3,532	4,280	5,029	5,664	**6,373**

PUBLIC SERVICE STATISTICS - ORIENTATIONS, LECTURES, TOURS, ETC.												
SESSIONS IN LIBRARY												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	0	2	17	17	9	7	5	22	18	20	9	2
YTD	0	2	19	36	45	52	57	79	97	117	126	**128**

NO. OF ATTENDEES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	0	25	217	227	165	66	90	272	198	234	84	9
YTD	0	25	242	469	634	700	790	1,062	1,260	1,494	1,578	**1,587**

CONSULTATIONS SHORTER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	26	35	45	36	20	5	22	54	102	100	68	145
YTD	26	61	106	142	162	167	189	243	345	445	513	**658**

CONSULTATIONS LONGER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	3	5	2	1	5	3	11	23	13	22	24	17
YTD	3	8	10	11	16	19	30	53	66	88	112	**129**